

# CITY OF MILWAUKIE

## **CLASSIFICATION: CITY RECORDER**

Department: City Recorder

Grade Number: 26

FLSA: Exempt

Location: City Hall

Management, Supervisory Confidential Group

EEO Category: 1-Officials & Administrators

## **DESCRIPTION:**

Plans, directs and administers all activities related to the City Recorder's Office. This position plans, coordinates and manages projects and processes related to the management of City records and information systems. Develops, schedules and coordinates work of staff members. Monitors progress to facilitate the design, development, implementation and maintenance of records and information management system. As City Recorder, this position insures confidential administrative support is provided to the City Manager, City Council and Mayor.

This position works under the general supervision of the City Manager. As a member of the Management Team, this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to records and information management and municipal court functions. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Coordinates the design, development, implementation and maintenance of a comprehensive and integrated citywide records and information system.
5. Evaluates, reviews and responds to the records management information requirements within the City organization.
6. In collaboration with appropriate staff members, reviews and recommends appropriate software and/or facilities and media to serve as the infrastructure of the citywide records management program.
7. Ensures all papers, documents, records and electronic records received by all city departments are maintained and preserved as necessary to assure an effective and efficient records management program and in a manner which complies with State regulations.
8. Approves records destruction requests and maintains a file of certifications as a permanent records.
9. Maintains and updates the records management manual and disaster recovery plan for City records to ensure document integrity and safety.
10. Insures that documents are appropriately recorded and filed in accordance with Milwaukie and State statutes.
11. Plans for disaster recovery for all city records.
12. Conducts all records and information management activities in compliance with State public records law.
13. Coordinates the preparation of /City Council agendas and packets in coordination with department Directors and the City Manager including Internet posting of all agendas, minutes, staff reports, ordinances, and resolutions.

**RECORDS AND INFORMATION MANAGEMENT DIRECTOR/CITY RECORDER**  
**PAGE 2 OF 3**

14. Facilitates the logistical arrangements for all meetings of the Milwaukie City Council and ensures compliance with State of Oregon public meetings laws.
15. Records and produces the minutes for all meetings of the Milwaukie City Council and Budget Committee. Directs the preparation and protects the appropriate level of confidentiality of briefs, reports and memoranda for the City Council, City Manager and City Attorney.
16. Serves and performs the functions of the Elections Officer for the City of Milwaukie.
17. Coordinates recruitment, interviews, appointments, and recognition programs for boards and commissions.
18. Maintains positive public relations with customers and is responsive to customer needs.
19. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
20. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Bachelors degree from an accredited college or university with a degree in public or business administration or related field; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) At least five (3) years of progressively responsible related experience including a minimum of three (2) years employing technical and writing skills. Two (2) years in budget development and monitoring desirable. Prior experience as a Municipal Recorder or Records Manager is desirable; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Knowledge of State records and meeting laws.
- iv) Knowledge and ability to use accepted practices and procedures relating to records management, work processing, office automation and filing systems.
- v) Knowledge and ability to implement and use comprehensive records information system programs.
- vi) Knowledge of state election laws, practices and procedures.
- vii) Knowledge of business grammar standards.
- viii) Skill to effectively supervise and motivate staff.
- ix) Ability to develop goals and long range planning for department.
- x) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xi) Ability to prepare and analyze comprehensive and technical reports.
- xii) Ability to effectively communicate.
- xiii) Ability to manage multiple projects often within tight timeframes.
- xiv) Ability to establish and maintain effective working relationships.
- xv) Ability to work as a team member and to cultivate a team climate.
- xvi) Ability to perform the essential functions of the job.

**RECORDS AND INFORMATION MANAGEMENT DIRECTOR/CITY RECORDER**  
**PAGE 3 OF 3**

3. **Special Requirements:**
  - a) Certification as a, Municipal Clerk or Records Manager preferred at time of hire and required within one year of hire.
  - b) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
  - c) Must be able to pass the department's security clearance standards including review of driving record.
4. **Tools and Equipment Used:**
  - a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.
5. **Supervision:**
  - a) This position has full scope of supervisory responsibility over assigned staff.
  - b) Operates under the general direction and supervision of the City Manager.
6. **Communications:**
  - a) Has frequent contact with staff, vendors, members of other government entities, citizens, professional service firms, media, and elected officials.
  - b) The communications are often complex and may be confidential.
7. **Cognitive Functions:**
  - a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
  - b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.
8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  - a) Work is performed mostly in office setting.
  - b) Evening meetings are required.
  - c) Responds any hours to emergency situations.
9. **Resource Accountability:**
  - a) This classification has budgetary authority and is responsible for the budget of the department.
  - b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 04/01/97  
Adopted: 05.01.97  
Revised: 11/30/04; June 2016